



Caring Achieving Respectful Exciting

POST: Chef

PURPOSE OF POST:

- To support the Catering Supervisor in the safe, effective and efficient operational activities within the kitchen, including the planning, preparation and cooking of multi choice meals.
- To supervise a team preparing, cooking, serving food and drinks and maintaining high levels of cleanliness.
- To take on the role and responsibilities of the Catering Supervisor in their absence.

AREAS OF RESPONSIBILITY AND KEY TASKS – TO:

1. Promote and actively support the values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Provide a secure, caring and enriching environment for all the children.
4. Model and exercise high quality care and education for all children.
5. Promote children's self-esteem and inclusion through supporting the independence and inclusion of all children as required.
6. Act in accordance with the school's policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
7. Deputise when required, in the Catering Supervisors absence.
8. Plan and prepare balanced multi choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils and staff, their cultural and religious backgrounds and costs and budgets with the Catering Supervisor.
9. Lead in the preparation, cooking and serving of food and drink.
10. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
11. Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards.
12. Cater for functions / meetings.
13. Encourage children to use good manners and select and eat healthy balanced meals
14. Assist in the setting out and storing of dining furniture.
15. Operate and ensure maintenance of kitchen equipment, following training.
16. Undertake cleaning and washing up duties as directed by the Catering Supervisor.
17. Support children's social and emotional well-being, reporting problems to senior staff as appropriate.
18. Undertake similar work at other times, such as before and after school.
19. Participate in and contribute to staff meetings and INSET as required.
20. Participate in the development and delivery of national and local initiatives.
21. Continue own professional development in line with school improvement priorities and personal professional needs.
22. Take on any additional responsibilities which might from time to time be determined.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed Chef:

Date:

Signed Head of School:

Date: